

HOW TO

APPLY FOR THE ETHICAL RESEARCH REVIEW

RESPONSIBLE UNIT(S):

- **Academic Cooperation and Research Support Office**
- **Ethical Research Committee**

STEPS

1. PI submits the research proposal, the *Checklist on Ethical Issues in Research*, with sample Consent Form(s) and Participant Information Sheet(s) (if applicable), to the Chair of the Ethical Research Committee (ERC) at least two months before the commencement of the research
2. PI sends the documents to the Ethical Research Committee as an email attachment with the Head of Department copied on the email.
3. ACRO gives the request a Reference Number which should be written on all related documents. The reference number is sent to the PI and the Chair of the ERC via e-mail.
4. Chair of the ERC proposes two reviewers to check the compliance of the research project with ethical standards.
5. If amendments are proposed by the reviewers, these are conveyed to the PI. Research proposals can be amended twice, and reviewers can be asked to check if amendments sufficiently address the concerns raised.
6. Chair of the ERC decides about the acceptance or refusal of proposals, taking into account the reviewers' opinion and the compliance of the PI with suggestions to amend the project.
7. The results of the review and the Ethics Approval Letter are sent in an email to the PI by the Chair of the ERC.
8. ACRO files and archives all Ethical Research Review requests, all Ethical Research Reviews and other relevant documentation.

USEFUL LINKS

<https://acro.ceu.edu/ethical-research>

FOR MORE INFORMATION PLEASE CONTACT: erc@ceu.edu

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